



CANNON BUILDING
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BOARD OF FUNERAL SERVICES

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MEETING MINUTES:	BOARD OF FUNERAL SERVICES
DATE AND TIME:	July 23, 2019
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	May 28, 2019

MEMBERS PRESENT

Nicholas Picollelli, Professional Member, President
Harvey Smith, Jr., Professional Member, Secretary
Vance Daniels, Public Member
S. Keith Parsell, Professional Member

MEMBERS ABSENT

Jane Hovington, Public Member
Weston "Pete" Nellius, Public Member
Bill Torbert, Professional Member

DIVISION STAFF

Kevin Maloney, Deputy Attorney General
Mary Veenema, Administrative Specialist II

PUBLIC PRESENT

Maridelle Dizon, DHSS Division of Public Health
Edward Conway, US Air Force
Candace Casto, DHSS Division of Public Health
Louise Wishart, DHSS Division of Public Health
Thomas Kellner, DHSS Division of Public Health

CALL TO ORDER

Mr. Picollelli called the meeting to order at 10:04 AM.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – May 28, 2019

Mr. Smith made a motion, seconded by Mr. Daniels, to approve the May 28, 2019 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Review of Title 16 Chapter 4204- Care and Transportation of the Dead

Ms. Dizon from the DPH addressed the Board regarding the suggested proposed changes to the Regulations by the Board of Funeral Services. Ms. Dizon informed the Board that Office of Vital Statics is in the process of upgrading their system to an electronic system which should be complete by January 2020, they are focusing

on changing code to suit their new system and once the codes are changed to accommodate the new electronic system they plan on changing regulations. Ms. Dizon and the Board are in agreement on the proposed changes to the regulations, once their new system is in place they will work with the Board to change the regulations.

Discussion of Intern Quarterly Reports-Should Interns be required to report on Services and arrangements.
Tabled to next meeting

NEW BUSINESS

Complaint Update #27-02-16
Dismissed due to insufficient evidence.

Review of Application for Funeral Director by Reciprocity
Mr. Parsell made a motion, seconded by Smith, to approve the Application for Funeral Director by Reciprocity for Kevin Shillabeer contingent upon Mr. Shillabeer passing the LRR. By unanimous vote, the motion carried.

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

Discuss changing the current resident intern embalming report to an updated version.
To be put on the next meeting agenda so the Board can vote on the change in form.

PUBLIC COMMENT

No public comment

NEXT MEETING

The next Board meeting is scheduled for Tuesday, September 24, 2019 at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Parsell moved, seconded by Mr. Smith, to adjourn the meeting at 10:44 AM. By unanimous vote, the motion carried.

Respectfully Submitted,



Administrative Specialist II